



Vacancies Announcement Ministry of Agriculture

The Ministry of Agriculture is seeking applications from qualified and competent Liberians to occupy the following positions in line with the Civil Service Standing Orders on recruitment and employment (1.2.3 a & 3.4.5):

1. Assets Director
2. Financial Comptroller
3. Procurement Director
4. Procurement Officer
5. Accountant
6. County Agriculture Coordinator (3)
7. Special Assistant to the Minister

Application Requirements

Applicants must possess BSC/BA degree. MSc is an advantage

At least five years working experience and able to work under pressure

All applications must be addressed and submitted to the Human Resource Director, Ministry of Agriculture Old LPRC Road Somalia Drive, Gardnerville, Republic of Liberia or email to *tkolleh@moa.gov.lr*

Deadline for the submission of applications is April 30, 2018. No application will be considered after the stipulated period.

Signed _____
Assistant Minister of Administration

POSITION TITLE: COMPTROLLER

REPORTS DIRECTLY TO: Deputy Minister for Administration/Minister

DIRECTLY SUPERVISES:

- Accountants
- All categories of Accounts Officers

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Assistant Minister
- Heads of Units

EXTERNAL RELATIONS:

- Ministry of Finance & Development Planning,
- Audit Service
- Financial Institutions
- Liberia Revenue Authority (LRA)
- Pensions Regulatory Authority
- Service Providers
- External Auditors

PURPOSE:

- To promote the establishment and operation of an effective accounting management systems and processes to enhance and support transparency and accountability of financial transactions and to ensure the effective and efficient use of the budget appropriations.
- To establish adequate financial control systems to ensure full compliance with established financial rules and regulations.

KEY RESULTS AREAS

- Strategy & Policy Development
- Budget Preparation & Control
- Payment Processing & Monitoring
- Treasury & Cash Management
- Administration
- Technical Advisory Support
- Stakeholder Relationship & Management
- Information & Reporting
- Employee Performance & Development

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Head of the Accounts Unit.

TECHNICAL DUTIES

- Participates in the preparation of MOA annual budget and monitor its implementation.
- Prepares variance analysis of revenue and expenditure against budget and reports/advices on any deviations for corrective action.
- Keeps of accounting books, chart of accounts, accounting manuals, financial statements management of the Civil Service Agency.
- Ensures efficient management of MOA budgetary allocations and delivers specific financial services to ensure efficient and effective functioning and result-orientation of all technical Directorates, Sections and Units.
- Provides relevant and appropriate information to assists MOA Management to respond to audit queries.
- Develops accounts payable/receivable systems and monitors its implementation to ensure that all payments are in line with approved accounting polices/ guidelines.
- Reviews periodic bank reconciliation statements and accounts reconciliation of the Civil Service Agency and initiates corrective actions where necessary.
- Develops effective and efficient systems, processes, procedures and controls in support of financial and accounting functions including establishment of appropriate database and tracking scheme.
- Works as partner with Directors of Divisions of Ministries and Agencies by assisting with financial control and expenditure return issues through clearly outlining prudent financial practices and identifying risks and recommending potential solutions.
- Designs financial and accounting formats to capture on timely basis, financial information from Senior Management to promote timely financial accounting and reporting.
- Authorises payment vouchers and signs cheques.
- Monitors closely financial returns documents from Senior Management to ensure that standard accounting principles are followed and financial laws and regulations are adhered to.
- Supervises the preparation of MOA Cash Book and other value books, monthly bank reconciliation statements and treasury reconciliations.
- Develops effective Fixed Assets Register system and monitors to ensure its implementation.
- Monitors compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitors the MOA cost/expenditure and prepares relevant reports to guide Management in its decision-making.
- Disburses financial/budgeted resources in conformity with the priorities and decisions of the Director-General and Senior Management of MOA.
- Provides accurate and timely Government of Liberia and Development Partners' financial statements to ensure good financial management and timely decision-making and financial reporting.

- Advises and sensitizes Senior Management on the use and timely accounting of financial resources allocated to them in order to speed up financial reporting to ensure timely releases of funds.
- Maintains good working relationships with external auditors, Ministries and Agencies and other stakeholders in the area of financial and management accounting.
- Prepares monthly, quarterly and annual financial reports and any other report related to the job function.
- Monitors to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards.
- Collaborates effectively with the Budget Unit of the Ministry of Finance and Development Planning (MFDP) and facilitates the preparation and implementation of MOA budgets in accordance with financial and budget rules and regulations.
- Advises the Minister and Senior Management on the disbursement and utilization of funds.
- Represents the Deputy Minister for Administration and Finance on official committees as may be directed.
- Ensures appropriate and adequate documentation of all activities of the Accounts Unit.
- Develops annual plans and budgets for the Unit.
- Performs other relevant duties consistent with the functions of the Unit and Directorate as may be assigned by the Director from time to time.

SUPERVISORY FUNCTIONS

- Ensures effective supervision of accounting staff.
- Ensures that direct reports (subordinates) give account of the performance of assignments in their respective areas of responsibilities.
- Conducts performance appraisal and provides input for career development and recommends performance incentives for subordinate staff.
- Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

Management of Budget

- The job holder is responsible for administering a budget e.g. leading budget discussions and signing of contracts within approved limits. The job holder is also responsible for making financial forecasting and making recommendations based on those forecasts e.g. Preparation of variance analysis and computation of financial ratios. The job holder has to follow set policies and procedures in performing the job e.g. Public Financial Management Act, 2009, Public Procurement and Concessions Act, 2005, the General Services Act, 1971. The job holder has to follow guidelines or professional standards in doing the job. Most work is checked monthly, written progress reports are required monthly. An error in judgement made by the job holder e.g. using a previous wrong growth rate in preparing budgetary estimates is corrected by the supervisor.
- The job holder has authority to modify or change established methods and procedures, but stay within program or broad parameters e.g. Budget evaluations. When there is a challenging situation the supervisor is consulted

e.g. Implementation of management decisions. The immediate supervisor is consulted before a major decision is made e.g. A decision to change a depreciation policy on a particular asset. The job holder makes recommendations that affect employees in work area. E.g. Staff promotions.

Staff Management

- The job holder explains, assigns, checks, develops work methods for all categories of Accounts Officers.

Asset Management

- The job holder has responsibility for basic care and handling of goods, tools, equipment etc. e.g. divisional computers, research equipment.

EDUCATIONAL QUALIFICATION

- A good First Degree in Business Administration (Accounting Option) and Master's Degree (MSc/MBA) in Financial Management/Accounting or a Chartered Professional Qualification from any recognized Professional Accounting Body / Institution- CPA/LICPA/ICAG/ACCA.

WORK EXPERIENCE

- At least Five (5) years of relevant post qualification experience two (2) years of which must have been at the Chief Accountant level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Knowledge on Financial Management Act 2009.
- Knowledge on the Public Procurement Concession Act 2005.
- Knowledge on the General services Act 1971.
- Considerable knowledge in the use of accounting and auditing methodologies and tools.
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- Considerable experience in public sector accounting.
- Good knowledge/understanding of the operations of Civil Service of Liberia.
- Excellent oral and written communication skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders.
- Excellent knowledge/understanding of tax laws and related regulations.
- Excellent planning and organizing skills.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced environment.
- Methodical and great deal of attention to details.
- Absolute discretion in handling/dealing with confidential information/data.
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint.
- Excellent analytical skills.
- Good managerial and coaching skills in a "team" setting.

POSITION TITLE: ACCOUNTANT

REPORTS DIRECTLY TO : Chief Accountant

DIRECTLY SUPERVISES : Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Analysts

EXTERNAL RELATIONS:

- Banks
- Treasury
- Social Security

PURPOSE:

- To promote the establishment of effective and efficient accounting management systems and processes to support transparent, accountable and judicious use of budget appropriations through effective monitoring of all the Agency's accounts.

KEY RESULTS AREAS.

- Expenditure initiation form.
- Follow-up on releases.
- Organizing commitment payments.
- Reconciliation of balances.
- Preparation of monthly expenditure returns.

TECHNICAL DUTIES:

- Prepares Activity and Expenditure Initiation Form for the release of funds.
- Undertakes follow-up on Releases at Ministry of Finance and Development Planning.
- Prepares and organizes Commitments and Payments.

- Performs reconciliation of balances.
- Assists in the preparation of monthly expenditure returns.
- Prepares and checks the certification of the Personnel – Payroll Database forms for signature.
- Ensures that follow-ups are made for the processing and collection of the GSA Vouchers.
- Keeps proper records of all payments made in respect of supplies and purchases made for proper record keeping.
- Undertakes follow-ups at the Internal Audit and the Treasury to ensure quick processing of vouchers for payments.
- Makes entry of salaries, allowances, etc., from vouchers for MOA.
- Undertakes reconciliation of names on vouchers.
- Prepares Social Security Contribution for serving staff of the MOA and former staff.
- Prepares vouchers for payment of allowances to secretaries, drivers and other ancillary staff.
- Prepares vouchers for payment of car maintenance and fuel allowances.
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the Controller or Deputy Controller from time to time.

AUTHORITY LIMIT o Management of Budget

EDUCATIONAL QUALIFICATION

- Higher National Diploma (HND) in Accounting or equivalent professional qualification from a recognized institution.
- A BSc in Administration (Accounting option) from a recognized university or an equivalent professional qualification will be an advantage.

WORK EXPERIENCE.

- Four (4) years relevant post qualification experience in accounting practice, two (2) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

- Conversant with double entry principles.
- Good knowledge of taxation and banking laws.
- Honest and trustworthy
- Ability to work for long hours under stressful conditions and with minimum supervision.
- Be time conscious and able to meet strict deadlines.
- Ability to work and get along well as a member of a team.
- Considerable knowledge in the use of accounting methodologies and tools.
- Considerable knowledge of the Accounting Standards and related regulations.
- Good oral and written communication skills.
- Absolute discretion when dealing with confidential information.
- Negotiation, persuasion and conflict management skills.
- Ability to maintain professional relationships with internal and external stakeholders.
- Ability to meet deadlines and execute projects.
- Attention to details.
- Analytical skills.
- Good interpersonal skills.
- Good knowledge in the use of accounting software/tools Microsoft Word, PowerPoint and Excel.

POSITION TITLE: DIRECTOR OF PROCUREMENT

REPORTS DIRECTLY TO: Deputy Minister for Administration

DIRECTLY SUPERVISES:

Assistance Director

Senior Procurement Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- All Departments

EXTERNAL RELATIONS:

- Suppliers/vendors, contractors, service providers: ensuring a complete process from bid solicitation, award of contract and monitoring including payments to supplier, contractor and service provider.
- Public Procurement & Concessions Commissions (PPCC): obtained approval (No objection (s), procurement plan (s)), conduct refresher training and comply with the Public Procurement restated Act of 2010 and its regulation.
- Ministry of Finance Development & Planning: submit procurement documents for payment process after goods are delivered, job completed and services are delivered.
- Liberia Institute of Public Administration. Capacity Building.

PURPOSE:

- To implement an effective and strategic sourcing of goods, works, and services in accordance with the restated Public Procurement & Concessions Act of 2010 and its Regulations.

KEY RESULT AREAS:

- Procurement planning
- Procurement plan and budget executions
- Contract management
- Suppliers, contractors & service provider performance monitoring

DUTIES:

GENERAL MANAGEMENT FUNCTIONS.

- Managing and mentoring a team of procurement professionals.
- Establishing and maintaining measurable performance metric for all levels of procurement activities to include but not limited to supplier performance, supply quality as per specification, internal order placement.
- Reporting to management the measurable status of progress as per the procurement plan and actions to be undertaken.
- Managing material flow to ensure inventory is maintained to the optimum level.
- Ensuring that local purchase order are properly done including proper. Description and quantity specified to reflect information as per contractual agreement.
- Managing activities that develop relationships with suppliers.
- Performing secretarial services for the procurement committee. □ supervised the activities of the Procurement Unit.

TECHNICAL DUTIES:

- Manage the procurement process to include: conducting needs assessment, bid opening procedures, preparation of invitation for bids, bidding documents, expression of interest, request for proposals, request for quotation in accordance with the Public Procurement & Concession Act of 2010.
- Prepare procurement plans for both government of Liberia projects and core budget in consultation with end user department or project coordinators.
- Ensure proper implementation of the budget through acquiring goods, works and services using the various methods of procurement to comply and adhered to best procurement practices.
- Ensure that bid opening procedures are in accordance with the Public Procurement Concession Act.
- Manage contracts to ensure performance in line with require term and condition of contract.
- Monitor supplier performance to assess ability to meet cost, quality and delivery requirement.
- Update procurement plan as and when changes are made, to reflect actual implementation.
- Performs other related duties as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS:

- Assistance Director & Senior Procurement Officer

AUTHORITY LIMIT:

Management of Budget:

Direct implementation of the procurable portion of the budget..

Staff Management:

- Assistance Procurement Director
- Senior Procurement Officer
- Procurement Officers and others in the discharge of duties.

Asset Management

- Equipment such as desk, chair, computer, printer, photocopier, and an assigned vehicle.

EDUCATIONAL QUALIFICATION:

- Master in Business Administration and other advance professional diploma in the field of procurement.

WORKING EXPERIENCE:

- 5 years of progressively experience in public procurement management and budgeting. ○ Relevant understanding of the public procurement compliance rules and regulations.
- Strong computer skills, ideally with experience using WINDOWS based PC programs and IT systems.

OTHER REQUIREMENTS:

- Able to coordinate multiple group effort to achieve procurement objective.
- Able to transfer knowledge and skill to other staff.
- Excellent written and verbal communication skills.
- Experience in negotiating contracts, customer relations and collaboration skills.
- Excellent organizational and problem solving skills.
- Ability to handle multiple tasks, with awareness of deadlines.
- Strong analytical, budgeting, and strategic planning skills.

POSITION TITLE: PROCUREMENT OFFICER

REPORTS DIRECTLY TO: Director of Procurement

DIRECTLY SUPERVISES: NA

DEPARTMENTAL/FUNCTIONAL RELATIONS

- All Departments

EXTENAL RELATIONS

- Public Procurement & Concessions Commissions
- Ministry of Finanace & Deveploment Planningg
- Liberia Institute of Public Administration

PURPOSE:

- To ensure that all procurement of goods, works, and services are procured in accordance with existing Public Procurement and Concession Commission Laws of Liberia.
- To ensure that procurement activities are conducted strictly in-accordance with the restated Public Procurement & Concessions Act of 2010 and its Regulations.

KEY RESULTS AREAS

- Procurement plan and budget executions.
- Contract management
- Suppliers, contractors & service provider performance monitoring.

DUTIES:

GENERAL MANAGEMENT FUNCTIONS.

- Process purchase requisitions/orders within purchasing authority.
- Handling pricing negotiation, service contracts and authorization of new vendors.
- Issuance of purchase orders and other tracking documentation.
- Works closely with the accounting department of the ministry of finance to verify vendors are paid promptly after service are obtained.

- Works with the internal and external stakeholders.

TECHNICAL DUTIES

- Ensures the development of the Ministry of Agriculture's procurement plan and its updates.
- Establishes/manages procurement systems/processes in accordance with the requirements of the PPCC Act and international best practices.
- Establishes/manages systems for the administration and monitoring of the performance of contracts.
- Provides guidelines of the management of inventory and initiates processes for the disposal of items.
- Ensures the efficient management of all procurement documents in line with

Government's archival system.
- Provides technical advice/support to the Evaluation panel and other departments on aspects related to procurement and contracts management.
- Writes minutes and Evaluation Reports for the Bid Evaluation Panel.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.

SUPERVISORY DUTIES ○ NA.

AUTHORITY LIMIT

Management of Budget

- Direct implementation of the procurable portion of the budget.

Staff Management ○ Manages staff
assign.

ASSET MANAGEMENT: ○ Manages assets assigned to
position.

Educational Background: ○ BBA degree in Accounting or other business related
field.

WORK EXPERIENCE.

- At least five (3) years' work experience in related field. Experience in expediting, supply chain management/accounting.

OTHER REQUIREMENTS

- Relevant understanding of the public procurement compliance rules and regulations.
- Strong computer skills, ideally with experience using WINDOWS based PC programs and IT systems.
- Able to coordinate multiple group effort to achieve procurement objective.
- Able to transfer knowledge and skill to other staff.
- Excellent written and verbal communication skills.
- Experience in negotiating contracts, customer relations and collaboration skills.
- Excellent organizational and problem solving skills.
- Ability to handle multiple tasks, with awareness of deadlines.
- Strong analytical, budgeting, and strategic planning skills.
- Must be organized and self-motivated.
- Must have good inter-personal skills.
- Excellent written and oral communication skills.
- Excellent negotiating skills.

POSITION TITLE : DIRECTOR, ASSETS MANAGEMENT

REPORTS DIRECTLY TO: Deputy Minister for Administration

DIRECTLY SUPERVISES:

- Asst. Assets Director
- Assets Officer

DEPARTMENTAL/FUNCTIONAL RELATIONS :

- All Departments/Divisions

EXTERNAL RELATIONS:

- General Services Agency
- Supplies, Vendors and Service Providers

PURPOSE:

- To implement, negotiate and monitor asset programs. Ensures asset managers work to increase revenue and asset values through identified efficiencies and savings. Managers will prepare reports and perform analysis for research to proactively identify potential loan delinquencies and revenue losses. Asset managers may also review and update current policies. Implementing training and development programs may also be required.

KEY RESULTS AREAS. :

- Assets Monitoring
- Assets Tracking
- Assets management
- Physical Inventory

DUTIES

TECHNICAL DUTIES:

- Keeps registers and inventories of assets.
- Conducts regular or periodic physical inventory/verification/count when necessary.
- Monitoring the movement of assets.
- Performs other related duties as may be assigned by the supervisor from time to time.

SUPERVISORY FUNCTIONS:

- Provide guidelines process and procedures for all GOL Assets in compliance with PFM guidelines supervises all County Assets Monitors and other staff.
- Supervises all County Monitors, Asset Monitors and other staff on daily and weekly basis.
- To make weekly report on all GOL assets in the various MACs.
- Ensure that all County Monitors submit their monthly report on all GOL assets in their respective assigned Counties.
- Ensure that all County Monitors submit their monthly report
- Submits monthly report on all GOL assets procured, disposed, inventoried, monitored, etc.
- Ensure that MACs are using Government equipment correctly without abuse.
- Oversee and advice Administration on all matters related to:
- Ensuring Assets data collection.
- Ensuring GOL buildings management and maintenance,
- Ensuring General equipment and maintenance for final entry into GOL database.
- Ensure that all data collected on GOL assets are accurate and kept by the MIS.
- Ensure that all data are collected on GOL assets are accurate
- Ensure that all assets data entries are kept by MIS
- Ensure that GOL have a correct database system
- Submit regular monthly report on all GOL assets
- Serve as focal person between GSA and the MACs on all GOL assets

AUTHORITY LIMIT:

Budget Management

○ NIL

Asset Management

NIL

Staff Management

NIL

EDUCATIONAL QUALIFICATION

- Incumbent must obtain a first degree in related field. A proficiency in data base management is an added advantage.

WORK EXPERIENCE.

- Five years' experience in asset management, three of which must have been in the public sector.

OTHER REQUIREMENTS

- Incumbent must have excellent working condition in database management. Must be a team player. Must have leadership skill in conducting multi tasks. Must be capable in working under extreme pressure. And must have perfect interpersonal communication skill.

POSITION TITLE: COUNTY AGRICULTURE COORDINATOR

REPORTS DIRECTLY TO: Director of Extension

DIRECTLY SUPERVISES:

- District Agriculture Officer
- Field Staff

DEPARTMENTAL/FUNCTIONAL RELATIONS:

Ministry of Agriculture: All Departments

EXTERNAL RELATIONS:

- GOL Ministries/Agencies and Corporations.
- Farm Households
- Farmers Groups,
- Associations and Cooperatives
- Agribusinesses
- Concessions,
- Agriculture Extension and Advisory Service (AEAS) Providers
- NGOs
- Educational Institutions.
- The Media
- Community-Based Organizations.
- **Donors and** International Technical Agencies.
- Cooperative Development Agency

(CDA)

- Liberia Produce Marketing Cooperation LMPC)
- Liberia Rubber Development Authority (LRDA)

PURPOSE:

- To serve as representative of the Ministry of Agriculture at the county level.
- To effectively and efficiently coordinate, supervise, manage and monitor all agriculture activities in the counties.

- To ensure the adherence to government agriculture policies in the implementation of programs and projects in the counties.
- Regularly maintains close collaboration as well as develop partnerships with organizations and institutions having the potential to enhance the achievement of agricultural program goals and objectives.

KEY RESULTS AREAS:

- Leadership and Management
- Monitors agricultural initiatives at the county level.
- Monitors and evaluates extension services delivery methods and approaches.
- Demonstrates the usage of modern farming technologies, dissemination and adaptation.
- Training of farmers.
- Provides technical backstopping.
- Establishes and maintain a database of crops, livestock and fishery farmers and all agricultural stakeholders in at the county level.
- Sectorial coordination.
- Performance Management.
- Report writing.

DUTIES:

GENERAL MANAGEMENT FUNCTIONS:

- Represents the Ministry of Agriculture at county of assignment.
- Monitors the performance of all Ministry of Agriculture Extension field personnel and submit report as requested.
- Ensures the effective and efficient utilization and report submission on provided operational funds for the running of the Ministry of Agriculture Field Office.
- Maintains high quality standards and timelines for all reporting, and ensure that reports are accessible.
- Chairs the monthly county agriculture coordinating committee and other technical meetings.
- Liaises with local administrative authority for the implementation of agricultural programs and all development projects.
- Organizes logistical and travel arrangements for Ministry of Agriculture visitors and superior staff visiting county of assignment.
- Assist in preparing brochures, reports, speeches and presentations for special events, as and when required.
- Review and assess the adoption of technologies and make appropriate recommendations.
- Formulate and ensure the delivery of selected capacity building programs
- Chairs agriculture coordination committee (ACC) and attend other relevant meetings.
- Submits monthly Ministry of Agriculture staff attendance report.

TECHNICAL DUTIES:

- Identifies extension needs of farmers, other stakeholders and provides the necessary feedback.
- Disseminates improved technologies and demonstrating research findings to farmers and other stakeholders.
- Train farmers to adopt improved agronomic practices and guide them through —farmers' field schools and tours.
- Initiate the protection of indigenous knowledge relevant to crops, livestock and fishery genetic resources.
- Form linkage/liaison between research scientists and farmers by taking farmers problems to research and research feedback to farmers.
- Formulate county's annual work plan and budget (in line with DRDRE's).
- Plan, organize, and execute the ministry's agriculture programs with extension service delivery.
- Prepares annual and monthly work plans for the county extension program.
- Prepare and submit monthly and yearly reports.
- Coordinates and facilitates the works of all Ministry of Agriculture field personnel (DAOs, livestock, fisheries, crop and quarantine officers and county project focal persons) and other casual laborer hired by the Ministry of Agriculture in the County.
- Monitors and evaluates agricultural initiatives/activities of local/international NGOs.
- Proposal formulation and development.
- Monitors and evaluates extension service delivery methods and approaches.
- Develops farmers' needs assessment and linkages with appropriate service providers along the value chain.
- Trains farmers in the sustainable management of natural resources and support them to adapt to climate change.
- Performs any other duties and responsibilities as may be assigned by the Director of Extension, Assistant Minister for Extension or Deputy Minister for RDRE and the Minister of Agriculture.

SUPERVISORY FUNCTIONS:

- Provide leadership and coordinate all agricultural activities in the county of assignment, including all Ministry of Agriculture field staff, farmers and farmers' organizations.

AUTHORITY LIMIT:**Management of Budget**

- Manages the effective and efficient utilization of the operational funds for the running of the running of the Ministry of Agriculture field office.

Staff Management

- Manages Ministry of Agriculture field office staff.

Asset Management

- Manages all assets of the Ministry in the county.

EDUCATIONAL QUALIFICATION

- B.Sc. degree in General Agriculture, Agricultural Education or related field from a recognized institution of higher learning. □ M.Sc. preferable.

WORK EXPERIENCE:

- At least five (5) years post-qualification professional experience in general agriculture with a minimum of 3 years public service in the Liberia agricultural sector.

OTHER REQUIREMENTS:

- Effective oral and written communication skills.
- Teamwork, leadership and management skills.
- Must be computer literate with proficiency in Microsoft word, excel and PowerPoint.
- Ability to drive and operate other land transport equipment.
- Must be in possession of a valid driver license.

POSITION TITLE: SPECIAL ASSISTANT, OFFICE OF THE MINISTER OF AGRICULTURE

REPORTS DIRECTLY TO : **Minister of Agriculture**

DIRECTLY SUPERVISES :

Staff of the Secretariat

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Senior Administrative Assistants of Top /Strategic Leadership

EXTERNAL RELATIONS:

- Guests/Visitors
- General Public

PURPOSE:

- To ensure effective and efficient management of the office of the Minister.
- To provide quality administrative and secretarial services that may include work of confidential nature and variety to the Minister of Agriculture.

KEY RESULTS AREAS.

- Secretarial Services.
- Records Management.
- Office Inventory management.
- Office Management.
- Performance Management.
- Customer Service.
- Stakeholder Relationship and Management.

DUTIES:

GENERAL MANAGEMENT FUNCTIONS

- Special Assistant to the Minister of Agriculture.

TECHNICAL DUTIES

The responsibilities of this office include but are not limited to:

- Assist in preparing evaluation reports, and update projects files. Prepare minutes of project meetings. Prepare all documentation for meetings and conferences to be attended by the Minister of Agriculture.
- Handle advocacy related communications, such as: reports and presentations.
- Act as the Minister's personal representative and liaison, when designated by the Minister.
- Coordinate protocol for all meetings of the Minister, including meeting with representatives from foreign countries.
- Serve as chief of office staff for the Office of the Minister.

Competencies

- Effective organizational skills and ability to handle work in an efficient and timely manner.
- Core competencies are soft skills, such as communication, problem solving, initiative and negotiation.
- Exhibit professionalism in appearance and performance
- Computers savvy
- Provides secretarial services by typing confidential and sensitive memoranda, reports and other important documents such as Cabinet Memoranda, Agreements and Contracts.
- Prioritizes and manages multiple assignments simultaneously and follows through on issues in a timely manner.
- Receives, records and refers all official correspondence to appropriate Departments/units as directed.
- Manages an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Communicates and takes appropriate action on incoming and outgoing electronic communications/letters.
- Maintains database of professional contacts and reviews them regularly for completeness and accuracy.
- Drafts, writes and types letters/memos and reports.
- Collaborates closely with General Administration and Finance Section to develop and implement administrative systems, procedures and guidelines to ensure effective and efficient management of the Minister's office support staff.
- Services meetings of the Minister counterparts/delegates and provides administrative, secretarial services.
- Ensures the provision of excellent and quality secretarial services to the Office of the Minister.
- Supervises the staff of the Minister's Office in the provision of effective and timely clerical, executive, administrative and secretarial services.

- Prepares documents for meetings and records proceedings at meetings.
- Keeps Diary of the Minister of Agriculture and updates it regularly.
- Prepares daily itinerary, travel arrangements and other protocol affairs of the Minister of Agriculture.
- Schedules appointments for the Minister.
- Attends special meetings of the Minister and records proceedings.
- Prevents unauthorized access to official records and correspondence.

SUPERVISORY FUNCTIONS

- Supervises staff of the Minister's office to deliver on their work plans and schedules.

EDUCATIONAL AND WORK EXPERIENCE

- A good First Degree in Management Studies, Secretary or Private Secretary Certificate from any recognized university or institution.
- Advanced competency in the French Language is an advantage.

WORK EXPERIENCE

- At least five (5) years relevant post-qualification experience in secretarial practice two (2) years of which must have been in the Public Service of Liberia.

OTHER REQUIREMENTS

- Excellent knowledge of administrative and clerical procedures and systems such as managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Proven experience in handling a wide range of administrative and executive support related tasks independently with little or no supervision.
- Excellent calendar management skills including the coordination of executive meetings and minutes recording and reporting.
- Ability to adhere to sensitive deadlines, maintain confidential materials and work independently and under pressure on multiple tasks / assignments simultaneously.
- Excellent interpersonal and communications skills with demonstrated ability to effectively interact and work well with all levels of staff as well as visitors.
- Strong organizational ability and problem solving skills with capacity to establish systems that improve management office activities and work flow.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.).
- Knowledge/understanding of the operations of Civil Service proceedings/guidelines.
- Planning and organizing skills.